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NAVY REGION SOUTHWEST
REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex I

Training and Readiness

1. Discussion

a. The primary objective of an effective emergency management program is the achievement of the highest possible level of readiness, enabling rapid and efficient response to disasters. This minimizes loss of operational and mission readiness and ensures maximum survivability of personnel. It is recognized that achieving the optimum level of readiness may be constrained by limited resources. However, those charged with emergency management responsibilities must exercise initiative, creativity, and maximum use of all available resources to attain the highest level of readiness possible. Therefore, command level interest in and attention to emergency management planning, organization, and training is essential.

b. A training plan must provide exposure to a wide variety of possible disasters both inside the confines of the Navy command or activity and outside its borders in the form of assistance to civil or other military authorities.

2. Responsibilities

a. Preparation and training in civil emergency assistance operations will be accomplished within the existing command organizational structure, using existing skills augmented by appropriate training available through Department of Defense (DoD), Federal Emergency Management Agency (FEMA), state, and local sources.

b. Commanders, commanding officers, officers in charge, and directors of all Navy commands and activities throughout the region shall:

(1) Actively participate in the overall coordination of the activity's emergency management training program, ensuring that it provides the best possible training in all facets of anticipated disasters, thereby directly contributing to the activity's overall mission readiness goals.

(2) Identify and justify necessary training resources, including funding for minimum essential training, that will ensure that any formal training requirements and qualifications levels are attained and maintained.

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(3) Maintain an effective readiness monitoring and evaluation program, including exercising of the activity's emergency management organization.

b. The Regional Office of Emergency Management (OEM) shall set the training policies and guidelines for Navy activities to use in planning and implementing an emergency management training program. The Regional OEM will be the central point of contact for training matters throughout the region.

c. The Regional OEM shall develop, schedule and implement a region-wide emergency management evaluation program. The primary objective of the evaluation program is to assist Navy commands and activities in assessing their emergency management fitness while enhancing their overall readiness and preparedness.

d. Additionally, the Regional OEM is tasked with coordinating the support activities of the eight Navy Emergency Preparedness Liaison Officers (EPLO's) assigned. These officers assist the Program manager, Regional OEM in carrying out responsibilities associated with the Region's emergency management evaluation program. Annex H of this instruction provides detailed information and guidance regarding the Navy EPLO program.

e. Tenant command Emergency Management Coordinators (EMC's) play a key role in coordinating the details involved in the command emergency management training program. Tenant command EMC's shall:

(1) Establish and monitor the command training program.

(2) Be the activity point of contact with the sub-regional Emergency Management Officer (EMO) in all emergency management training matters.

(3) Document emergency management training conducted at the activity.

3. **Training Program**

a. Personnel assigned to emergency response functions shall be adequately trained. The focus of this training should be on developing maximum cohesiveness, responsiveness, and efficiency as a team.

b. Field Incident Command Post (ICP), Department Operations Center (DOC), Emergency Operations Centers (EOC), and all emergency responders staff personnel shall receive training on the Incident Command System (ICS).

c. ICS training shall be in addition to other emergency response training these personnel may receive, such as oil spills, weapons of mass destruction (WMD),

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earthquake, etc.

d. All military and civilian personnel shall receive basic emergency management awareness training during initial indoctrination and annually thereafter.

e. All training conducted shall be documented and retained on file for at least three years.

4. Exercises and Readiness

a. Training and exercising are essential at all levels to make emergency operations personnel operationally ready.

b. Exercises allow personnel to become thoroughly familiar with procedures, facilities, and systems that will actually be used in emergency situations.

c. The best method of training staff to manage emergency operations is through exercising.

d. Exercises can be accomplished in several ways.

(1) Tabletop exercises provide a convenient and low cost method of introducing officials to problem situations for discussion and problem solving. Such exercises are a good way to determine if adequate emergency policies and procedures exist.

(2) Functional exercises simulate actual emergencies. They typically involve complete emergency management staffs and are designed not only to exercise procedures, but to also test the readiness of personnel, communications, and facilities.

e. All sub-regions shall conduct an emergency management self assessment exercise at least annually to include all Navy tenant commands and activities within the area of responsibility. Such exercises may be observed by the Regional OEM staff and assistance provided as necessary.

5. Regional Emergency Management Evaluation Program

a. The Regional OEM is responsible for periodically evaluating a comprehensive regional emergency management program which coordinates people and resources to protect lives, property using an all-hazards approach through mitigation, preparedness, response and recovery from disasters and emergencies in accordance with DoD, SECNAV, OPNAV, and immediate superior in command directives, Executive Orders, and Presidential Declarations on all Navy commands and activities within the area of responsibility regardless of normal chain of command and resource sponsor.

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b. The Regional OEM will develop an emergency management program evaluation schedule based on one sub-region evaluation per quarter. The exact date of each emergency management program evaluation visit will be determined and published six months in advance on a not to interfere with sub-region and tenant command operational commitments basis.

c. The emergency management program evaluation visit at each sub-region will normally consist of two days. The first day will be a command in-brief and administrative review of all sub-region and tenant command instructions and procedures. The second day (or the night of the first day) will consist of a command-wide field exercise involving all emergency management disciplines and tenant commands.

d. The scenario for the exercise will be developed by the Sub-Region EMO and approved by the commanding officer. The scenario may consist of one or more situations involving natural and/or man-caused disasters based on the most probable threat for that area. All scenarios will involve activation of the sub-region EOC under the basic concepts of the National Incident Management System (NIMS) Incident Command System (ICS) to an extent to be determined by the sub-region commanding officer.

6. **Fundamental Elements of Program Evaluation**

a. **General.** In order to maintain the highest levels of training and readiness, it is essential that the Regional OEM and all sub-regions implement a comprehensive emergency management program that addresses all facets of emergency management readiness. Given this objective, this annex outlines four fundamental elements required for program implementation.

b. **Assist Visits**

(1) Emergency management assist visits are intended to assist the sub-region's and their tenant commands and activities in assessing their emergency management fitness while enhancing their overall readiness and preparedness.

(2) Generally, these visits guide commands and activities in achieving their emergency management goals, and provide an opportunity to update equipment, capabilities and point of contact information in the Department of Defense Resource Database (DoDRDB), a primary objective for effective program management.

(3) Assist visits shall consist of:

(a) A briefing to the sub-region and their tenant commands and activities.

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- (b) A readiness assessment.
- (c) Updating equipment, capabilities, and POC information for inclusion in the DoDRDB.
- (d) An exercise if requested by the sub-region.
- (4) A verbal report by the assist visit team will be provided to the sub-region for internal use in preparing for their annual evaluation.
- (5) Assist visits will be of one to two days in duration.
- (6) The Regional OEM shall implement the assist visit program in accordance with the approved schedule promulgated herein. The Regional OEM shall:
 - (a) Provide a schedule to each sub-region for the region-wide assist visits.
 - (b) Confirm assist visit dates in writing with each sub-region 60 days in advance.
 - (c) Provide the assist visit team, including any specialized personnel such as medical, legal, etc.
 - (d) Provide copies of applicable equipment and capabilities information from the DoDRDB to the sub-region and appropriate tenant commands and activities prior to an assist visit.
- (7) Sub-Region's shall:
 - (a) Provide appropriate facilities for briefing.
 - (b) Ensure the Navy tenant commands and activities are represented at the briefing.
 - (c) Ensure that Navy tenant commands and activities have completed applicable self-help plans.
 - (d) Ensure that Navy tenant commands and activities have completed the review and update of information for the DoDRDB.
- (8) Navy tenant commands and activities shall assign appropriate representatives to attend the briefing.

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(9) The schedule for emergency management program assist visits will be established by the Regional OEM. The exact date of each assist visit will be determined and published six months in advance on a not to interfere basis with sub-region and tenant command/activity operational commitments.

c. Command Brief

(1) The purpose of a command brief is to provide a general overview of the regional emergency management program and outline the region and sub-region responsibilities and those of all other Navy commands and activities within the area of responsibility with respect to emergencies, disasters, and the DoD Support to Civilian Authorities (DSCA) mission.

(2) As a result of organizational realignments and changing responsibilities under regionalization, this instruction assigns specific emergency management duties and responsibilities to Navy commands and activities within the region. In order to introduce the program, and the context from which it was derived, the emergency management command brief is viewed as an essential first step.

(3) Sub-Regions and all Navy tenant commands and activities within the region shall be briefed by the Regional OEM staff on their duties and responsibilities.

(4) The briefing shall be based upon DoD guidance and directives, and be focused on Navy Region Southwest responsibilities within that framework.

(5) Education shall precede evaluation under the program.

(6) The Regional OEM staff shall brief sub-regions and tenant commands and activities prior to implementation of the annual emergency management evaluation program, in accordance with the approved schedule promulgated by the Regional OEM. The Regional OEM staff and the Navy EPLO's shall develop a brief that includes the following:

- (a) DoD policy for DSCA.
- (b) Navy policy for implementation of DoD directives.
- (c) Regional duties and responsibilities.
- (d) Organizational structure within the region.
- (e) Sub-Region duties and responsibilities.
- (f) Regional, sub-regional and local response under the

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program.

d. **Evaluations**

(1) The purpose of emergency management evaluations is to determine the overall readiness and preparedness of regional, sub-regional, and local emergency management programs and supporting plans.

(2) The Regional OEM is responsible for the evaluation of the regional emergency management program. To ensure a meaningful process, these evaluations shall be two days in duration.

(3) Emergency management evaluations will consist of two components; an administrative review of the sub-region and their assigned tenant commands and activities, and a field training exercise. The first day will begin with a command brief, followed by a review of instructions and procedures, consistent with the basic program.

(4) Evaluations for sub-regions and their tenant commands and activities shall not be conducted until they have received the command brief during an assist visit.

(5) Evaluations will be scheduled to avoid interference with sub-region and tenant command/activity operational commitments.

(6) All evaluation results will remain with the sub-region.

(7) The Regional OEM shall:

(a) Coordinate scheduling of evaluation dates with sub-regions.

(b) Publish the evaluation schedule six months in advance.

(c) Coordinate the assembly of the evaluation team, assignments, orders, transportation, berthing, etc.

(d) Provide training to the evaluation teams.

(7) All sub-regions shall:

(a) Coordinate the scheduling of evaluation dates with tenant commands and activities, and finalize dates with Regional OEM.

(b) Assign representatives to meet with the evaluators and determine evaluation site locations.

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(c) Reserve administrative space for evaluation teams and provide a briefing facility.

(d) Ensure all activities have completed their self-help plans.

(e) Ensure all activities review and annotate changes to the DoDRDB.

(8) All Navy tenant commands and activities shall assign appropriate representatives to meet with the evaluators.

e. **Exercises**

(1) Emergency management exercises are an essential part of the regional emergency management training and readiness program.

(2) The primary objective of an effective emergency management program is the achievement of high level of readiness and preparedness. This ensures a rapid and efficient response to natural and man-caused disasters, with the primary goal of saving lives and mitigating great property damage.

(3) Additionally, command or periodic region-wide exercises afford personnel the opportunity to become thoroughly familiar with procedures, facilities, and systems that will actually be used in emergency situations. To ensure a high state of preparedness, exercises are designed to maximize coordination, communication, and involvement throughout the region's diverse organizational structure.

(4) This instruction outlines the requirements for creating an emergency management response capability at each sub-region. The local or periodic region-wide exercise program tests this capability and will consist of:

(a) A broad range of exercises to include tabletop exercises that will enhance the performance capabilities of sub-region personnel, and a day and/or night exercise scenario developed by the Regional OEM staff that will be presented to the sub-region at the commencement of the exercise. The scenario will consist of one or more situations involving natural and/or man-caused disasters based on the most probable threat(s) for that sub-region.

(b) The activation of the sub-region's Emergency Operations Center (EOC) under the basic concepts of the National Incident Management System (NIMS) Incident Command System (ICS) to the extent determined by the sub-region.

(c) A post-exercise evaluation conducted by the Regional OEM staff with written comments provided to the sub-region.

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(5) Exercises for sub-regions and their tenant commands and activities shall not be conducted until they have received the command brief and an assist visit.

(6) Exercises will be scheduled to avoid interference with sub-regions and tenant command/activity operational commitments.

(7) All exercise results will remain with the sub-region.

(8) The exercise process is intended to encourage sub-regions and tenant commands/activities to continually enhance and improve their emergency management programs.

(9) The Regional OEM shall:

(a) Provide a schedule to the sub-region for exercises.

(b) Provide necessary support personnel.

(c) Provide timely evaluation of training exercises to sub-region and tenant commands/activities as appropriate.

(10) All sub-regions shall:

(a) Provide a schedule to tenant commands for exercises.

(b) Provide necessary support personnel.

(c) Provide necessary facilities and equipment.

(11) All Navy tenant commands and activities shall assign appropriate personnel to adequately support the exercise as necessary.

8. **Training Requirements**

a. All Navy Region Southwest Emergency Management Officers (EMO's) shall complete the following online independent study courses available at the FEMA website and provide a copy of certificate of completion to the Regional Office of Emergency Management within the first year of employment:

(1) **IS-1: Emergency Program Manager - An Orientation to the Position** (Website - IS-1 - Developed 10/02). This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management; mitigation, disaster preparedness,

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crisis management/response, and consequence management/recovery.

(2) **IS-3: Radiological Emergency Management** (Website - [IS-3](#) - Developed 4/97). This independent study course contains information on a variety of radiological topics, including:

- (a) Fundamental principles of radiation
- (b) Nuclear threat and protective measures
- (c) Nuclear power plants
- (d) Radiological transportation accidents
- (e) Other radiological hazards

(3) **IS-11: Animals in Disaster - Module A - Awareness and Preparedness** (Website - [IS-11](#) - Developed 5/98). The purpose of this course is two-fold. Module A is intended to increase awareness and preparedness among animal owners and care providers. It includes sections on typical hazards, how these affect animals and what can be done by responsible owners to reduce the impact of disasters. It is also intended to help animal owners, care providers and industries to better understand emergency management. Module A will heighten awareness of the special issues that emergency managers need to consider when incorporating animal-care annexes into their emergency operations plans.

(4) **IS-15: Special Events Contingency Planning for Public Safety Agencies** (Website - [IS-15](#) - Developed 2005). This independent study course and accompanying job aid manual are designed for a wide audience, encompassing the range of personnel with a role to play in the development of a special event plan. Participants include those who have a general awareness of their own roles, but do not have a previous detailed or extensive knowledge of special event planning. For example, the audience might include relatively new emergency managers, personnel from emergency operations organizations such as police, fire, medical services, and public works, and representatives from other community organizations-both public and private-for whom special event planning is not a regular responsibility.

(5) **IS-22: Are you ready? An In-depth Guide to Citizen Preparedness** (Website - [IS-22](#) - Developed 9/04). This independent study course contains information about natural and technological hazards. Participants are led through the development of personal emergency preparedness plans and are encouraged to become involved in the local emergency preparedness network.

(6) **IS-100: Basic Incident Command System** (Website - [IS-100](#) - Developed 4/04). The course specifically discusses major ICS functions and their

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primary responsibilities, ICS organizational units, span of control, major incident facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments from the Federal disaster response workforce perspective.

(7) **IS-139 to IS-244: The Professional Development Series.** These courses provide a well-rounded set of fundamentals for those in the emergency management profession and build on this foundation to develop their careers. The websites are:

- (a) IS-139 - Exercise Design.
- (b) IS-230 - Principles of Emergency Management.
- (c) IS-235 - Emergency Planning.
- (d) IS-240 - Leadership and Influence.
- (e) IS-241 - Decision Making and Problem Solving.
- (f) IS-242 - Effective Communication.
- (g) IS-244 - Developing and Managing Volunteers.

(8) **IS-200: Basic Incident Command System for Federal Disaster Workers** (Website - IS-200 - Developed 9/04). This course has been developed to compliment the I-100 course for the Federal disaster response workforce, and to take the student's education to the ICS 200 level. A disaster scenario threads throughout the course to describe the common responsibilities associated with incident assignments from a Federal disaster response workforce perspective. IS-100 is a prerequisite to the IS-200 course. This course is designed to identify ICS features and principles, describing in more detail elements such as Establishment and Transfer of Command, Management by Objectives, Unified Command, ICS Management Functions, Organizational Flexibility, Unity and Chain of Command, Span of Control, Incident Action Plans, Resource Management, Common Terminology and Clear Text, Integrated Communications, and personnel Accountability.

(9) **IS-275: The EOC's Role in Community Preparedness, Response and Recovery Activities** (Website - IS-275 - Developed 7/95). The goal of this independent study course is to provide the reader with the understanding of the vital role an Emergency Operations Center (EOC) plays in the overall community's preparedness, response, and recovery activities. It is a prerequisite for G-275, Emergency Operations Center (EOC) Management and Operations.

(10) **IS-288: The Role of Voluntary Agencies in Emergency**

Management (Website - [IS-288](#) - Developed 1/99). This independent study course provides a basic understanding of the history, roles, and services of disaster relief voluntary agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations.

(11) **IS-301: Radiological Emergency Response** (Website - [IS-301](#) - Developed 10/99). This course is a prerequisite to the resident course, S301, Radiological Emergency Response Operations (RERO). The goal of this independent study course is to provide a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles, guidelines, and regulations to prepare them for the operations course (RERO). Only those people who will be approved to attend the RERO course should take this independent study course.

(12) **IS-393: Introduction to Mitigation** (Website - [IS-393](#) - Developed 4/98). As the costs of disaster continue to rise, governments and ordinary citizens must find ways to reduce hazard risks to our communities and ourselves. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to mitigation for those who are new to emergency management and/or mitigation. It is also a prerequisite for a non-resident Applied Practices Series course called Mitigation for Emergency Managers.

(13) **IS-700: National Incident Management System (NIMS) - An Introduction** (Website - [IS-700](#) - Developed 2005). On 28 February 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5) which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. This course introduces NIMS and takes approximately three hours to complete. It explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an opportunity to complete some planning tasks during this course.

(14) **IS-800 National Response Plan (NRP) - An Introduction** (Website - [IS-800](#) - Developed 2005). Since the tragic events of 11 September 2001 our Nation has now resolved to better prepare to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, major disasters, and other emergencies, and minimize the damage and recover from attacks, major disasters, and other emergencies that occur. These complex and emerging 21st century threats and hazards demand a unified and coordinated national approach to domestic incident management. The NRP provides a framework to ensure that we can all work together when our Nation is threatened. The course is designed for DHS and other Federal department/agency staff responsible for implementing the NRP, as well as State, local

and private sector emergency management professionals. Purpose of the course is to introduce the NRP, so that students can:

- (a) Describe the purpose of the NRP.
- (b) Locate information within the NRP.
- (c) Describe the roles and responsibilities of entities as specified in the NRP.
- (d) Identify the organizational structure used for NRP coordination.
- (e) Describe the field-level organizations and teams activated under the NRP.
- (f) Identify the incident management activities addressed by the NRP.

(15) **IS-513: The Professional in Emergency Management** (Website - **IS-513** - Revised 2005). This course is for any professional in emergency management or anyone who is looking for a career in the profession. EMO's could be asked to respond to questions about hazards that they may not normally encounter and about national level activities outside their community. People expect that capability of professionals. When this course is completed, EMO's should be able to:

- (a) Identify the types of hazards for which the Navy is at greatest risk.
- (b) Identify the types of damage that are likely from high-risk hazards to the Navy.
- (c) Identify the types of assistance that FEMA can provide and the steps required to request FEMA assistance.

b. All Navy Region Southwest personnel assigned either to the Regional Operations Center (ROC) or at a Sub-Region emergency operations center (EOC) shall complete the following online independent study courses available at the FEMA website and provide a copy of certificate of completion to the Sub-Region emergency management officer or Regional Office of Emergency Management if assigned to the ROC within 90 days after being notified of the assignment to a ROC or EOC.

(1) **IS-100: Basic Incident Command System** (Website - **IS-100** - Developed 4/04). The course specifically discusses major ICS functions and their primary responsibilities, ICS organizational units, span of control, major incident

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facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments from the Federal disaster response workforce perspective.

(2) **IS-200: Basic Incident Command System for Federal Disaster Workers** (Website - [IS-200](#) - Developed 9/04). This course has been developed to compliment the I-100 course for the Federal disaster response workforce, and to take the student's education to the ICS 200 level. A disaster scenario threads throughout the course to describe the common responsibilities associated with incident assignments from a Federal disaster response workforce perspective. IS-100 is a prerequisite to the IS-200 course. This course is designed to identify ICS features and principles, describing in more detail elements such as Establishment and Transfer of Command, Management by Objectives, Unified Command, ICS Management Functions, Organizational Flexibility, Unity and Chain of Command, Span of Control, Incident Action Plans, Resource Management, Common Terminology and Clear Text, Integrated Communications, and personnel Accountability.

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- (c) Describe the roles and responsibilities of entities as specified in the NRP.
- (d) Identify the organizational structure used for NRP coordination.
- (e) Describe the field-level organizations and teams activated under the NRP.
- (f) Identify the incident management activities addressed by the NRP.

c. Regional Watch Officers and Command Duty Officers at sub-regions/installations who are not assigned to an EOC or ROC are required to take IS-100: Basic Incident Command System and IS-200: Basic Incident Command System for Federal Disaster Workers as a part of their qualifications for position as Regional Watch Officers and Command Duty Officers.

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